

**Commonwealth of Massachusetts  
County of Suffolk  
The Superior Court**

CIVIL DOCKET# **SUCV0000-00000-BLS1**

**RE: Plaintiff v. Defendant**

**TO: [ATTORNEY/ADDRESS]**

**NOTICE OF SCHEDULED APPEARANCE**

You are required to appear in the above referenced case for a:

**BLS Rule 16 Litigation Control Conference**

Counsel shall kindly confer prior to date and be prepared to discuss any and all matters within the Rule, but in particular:

- Proposed agenda for the conference;
- Issues of confidentiality and impoundment;
- The BLS Discovery Project;
- E-Discovery pursuant to Mass. R. Civ. P. 26(f); and
- Proposed Tracking Order tailored to the needs of your case.  
Please bring a written proposal to the conference for discussion indicating areas of agreement or disagreement.

Your appearance is scheduled as follows:

DATE:

TIME:

LOCATION:

Dated: